



DATE: October 7, 2002

TO: District and County Superintendents
District and County Chief Business Officers
District and County Assistant Superintendents, Curriculum
District and County Library Coordinators
Public Charter Schools

FROM: Joanne Mendoza, Deputy Superintendent
Curriculum and Instructional Leadership Branch

RE: **2002-2003 Application Information**
The California Public School Library Act of 1998 (Resource Code 6296)

For the fifth year, the California State Budget dedicates funds to improve school library collections, kindergarten through grade twelve. The budgeted amount for the California Public School Library Act of 1998 (Library Act) in FY 2002-2003 is \$32.8 million, a reduction from previous appropriations. A per pupil allocation of an estimated \$5.33 based on 2001-2002 California Basic Educational Data System (CBEDS) will be available to districts, charter schools, and county offices. The K-4 Classroom Library Materials Act of 1999 has been repealed. Classroom library materials may be purchased with the new Instructional Materials Block Grant (AB 1781 Hertzberg), once standard based materials have been purchased. See www.cde.ca.gov/cfir for details.

The Library Act application process has been streamlined for FY 2002-2003. To obtain Library Act funds, a district, direct funded charter school, or county office must:

1. Complete and mail the one page application for funding (Attachment A) by **Friday, January 17, 2003**.
2. Certify that the governing board has approved a district wide school library plan.
3. Submit an expenditure report (Attachment B) for the Library Act Funds by **October 31, 2003**.
4. If a district has received K-4 Classroom Library Act funds, an expenditure report must be submitted (Attachment C) by **October 31, 2003**. These funds have expired but expenditure reports are required until all K-4 Classroom Library apportionments received by the district have been expended.

DISTRICT LIBRARY PLAN

To receive Library Act funding, the local governing board must certify each year that there is a current district wide school library plan. (*Education Code §18180-18185*). For this cycle, if the existing district plan is revised, enclose a copy with the 2002-2003 application form (Attachment A). If the district library plan is not revised, send only the application form. Either way, governing board action is required. While the funds are apportioned based on the prior year enrollment, they are distributed within the district based on this plan. **Funds can only be dispersed to those schools that have a dedicated library space.** (*Education Code §18183*)

For those districts submitting a revised library plan, the following elements should be included:

1. Brief progress report toward goals of prior approved library plan.
2. Updated goals.
3. Brief statement describing how the funds will be distributed among the school libraries.
A dollar amount is not necessary.

Detailed information about the Library Act is posted at www.cde.ca.gov/library. See *School Library Funding*. Paper copies are available on request. Web site topics include:

- 1. Updating the District Library Plan**
 - School District Plans
 - Charter School Library Plans
 - County Office Library Plans
- 2. Use of the Funds**
 - Books and Literacy
 - Connecting with the Curriculum
 - California School Library Survey
- 3. Fiscal Information**
 - Account Codes
 - Funding Period
 - Expenditure Report
 - Indirect Costs
- 4. Acceptable and Unacceptable Uses of the Library Act funds**
- 5. Resources for Planning**

For more information

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